IllinoisJobLink.com

Helpful Tips in Navigating IllinoisJobLink.com and FAQs

How do I reset my password in Illinoisjoblink.com?	You can reset your password from the Illinoisjoblink.com Home page. Select the link "Forgot your password" then enter your username. Select "Continue." Answer the security question. You will be prompted to enter and confirm a new password (Note: a security question that asks for your date of birth must be answered in the following format: (**MM-DD-YYYY or MM/DD/YYYY**). If you are still experiencing problems logging in, email us at Des.IJLSysAdmTech@illinois.gov or call us at 877-342-7533, Option 1.
How do I retrieve my username in Illinoisjoblink.com?	From the Illinois JobLink.com Home page, select the link "Forgot your username." Enter your social security number. Select "Continue." Enter your email address. Select "Continue." Enter your last name and zip code then select "Continue." After following this navigation, your username will come into context.
How to establish or change my security question in Illinoisjoblink.com?	After successfully logging in, from the Important Notice page, scroll down and select "Show Message Again Next Login." You will land on the Self Service List page, select "Select All" then select "Continue" you will land on "MyHomePage." Select "Contact Info." Select a new Security Question from the drop-down arrow in the "Security Question" field. Enter an answer in the "Answer" field then scroll down to bottom of the page and select "Submit."
How do I change my username in Illinoisjoblink.com?	After successfully logging in, from the Important Notice page, scroll down and select "Show Message Again Next Login." You will land on the Self Service List page, select "Select All" then select "Continue" you will land on "MyHomePage." Select "Contact Info." Use the "fly out" links from the column on the left-hand side of the page. Select link, "Contact Info/Password." Select the link, "Edit User ID." Enter current password. Enter a new username in "Requested New Username" field. Re-enter new username in the "Verify New Username" field and select "Change username." If the username is available, it will be immediately available for use at next log in with your existing password.

Revised 5/8/14

What if I can't find my HomePage?	After successfully logging in, from the Important Notice page, scroll down and select "Show Message Again Next Login." You will land on the Self Service List page, select "Select All" then select "Continue" you will land on "MyHomePage." From this page, you can search for jobs, update your resume, set email alerts for employment opportunities, edit job seeker account, update contact info, edit password, and create a "Non-IllinoisJobLink.com Work Search Record."
How do I find "My Resume"/"Resume Title"?	After successfully logging in, from the Important Notice page, scroll down and select "Show Message Again Next Login." You will land on the Self Service List page, select "Select All" then select "Continue" you will land on "MyHomePage." "My Resume" is the second link. After selecting it, you will be directed to your Resume pages that list all resumes by "Resume Title".
How to upload or make changes to my resume?	After successfully logging in, from the Important Notice page, scroll down and select "Show Message Again Next Login." You will land on the Self Service List page, select "Select All" then select "Continue" you will land on "MyHomePage." "My Resume" is the second link. After selecting it, you will be directed to your "Resume Page" that lists all resumes by "Resume Title". If you wish to make changes to a previous uploaded resume, select the link "Upload" under the "Selections" header. Select the tab, "Browse" and choose the file you wish to upload from your computer or flash drive. Your resume file must be a Microsoft Word document. Select, "Update Resume."
What if I don't have a resume to upload?	You can build a resume via Resume Builder.
Why is my email address needed?	Your email address is needed to receive email alerts about job matches, hiring fairs, workshops, seminars and webinars.
How can I receive email alerts about job opportunities?	After successfully logging in, from the Important Notice page, scroll down and select "Show Message Again Next Login." You will land on the Self Service List page, select "Select All" then select "Continue" you will land on "MyHomePage." From your MyHomePage, select the link "Email Alerts." Then check the box next to the resume title you wish to receive job matches, and select "Save Email Selections." When job matches are made, an email alert will be sent to the email that we have for you on file.

Revised 5/8/14

	You must first create a resume and add an email address to your "Contact Info" page before you can receive alerts.
How can I access Work Search Record?	After successfully logging in, from the Important Notice page, scroll down and select "Show Message Again Next Login." You will land on the Self Service List page, select "Select All" then select "Continue" you will land on "MyHomePage." From your "MyHomePage," select link, "Work Search Record," select link at top of page, "Non Illinois JobLink Work Search Record," select button, "Add New Activity," complete all information in the required fields and select "Save." For more information click here and select the link, "Individuals." Scroll down to, "How can IllinoisJobLink.com work for you?" Under the "Learn" section, you will find resources on "Creating Work Search Records in IllinoisJobLink.com."